

DATED MATERIAL - OPEN IMMEDIATELY
Closing Date: November 5, 2001

***Grant Application
for the***

**UNDERGRADUATE INTERNATIONAL STUDIES AND
FOREIGN LANGUAGE PROGRAM**

CFDA No. 84.016

Fiscal Year 2002



**International Education and Graduate Programs Service
U.S. Department of Education
Washington, D.C. 20006-8521**

OMB No. 1840-0068
Expiration Date: 06/30/2004

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**SUBMIT ONE ORIGINAL AND 2 COPIES OF THE APPLICATION TO THE
APPLICATION CONTROL CENTER IN ACCORDANCE WITH THE
APPLICATION TRANSMITTAL INSTRUCTIONS.**

**ONE COPY OF ALL FEDERAL FORMS MUST CARRY AN ORIGINAL
SIGNATURE.**

August 2001

Dear Applicant:

Thank you for your interest in the **Undergraduate International Studies and Foreign Language (UISFL)** program. Included in this application booklet are the program introduction, instructions, and forms needed to submit a complete application package to the U.S. Department of Education.

The UISFL program provides grants to institutions of higher education, combinations of institutions of higher education, partnerships between nonprofit educational organizations and institutions of higher education, and public and private nonprofit agencies and organizations, including professional and scholarly associations. These grants are designed to plan, develop, and carry out programs to strengthen and improve undergraduate instruction in international studies and foreign languages. Grants made to single institutions are up to 24 months and up to 36 months for consortia, agencies, and organizations.

A program officer is available to provide technical assistance if you have any questions after reviewing the application booklet. Please refer to the introduction that follows for the name and telephone number of the contact person.

As a result of frequent requests, we have included in this application booklet the technical review forms used to evaluate your application.

We look forward to receiving your application and appreciate your efforts to **meet the country's need for a new generation educated to face the many challenges of the 21st century.**

Best regards,

Maureen McLaughlin
Deputy Assistant Secretary for
Policy, Planning, and Innovation
Office of Postsecondary Education

INTRODUCTION: UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN LANGUAGE PROGRAM

AUTHORIZATION

Title VI A of the Higher Education Act of 1965, as amended of 1992.

Program regulations are in 34 CFR Parts 655 and 658.

PURPOSE

To assist institutions of higher education, combinations of such institutions, or partnerships between nonprofit educational organizations and institutions of higher education to plan, develop, and carry out programs to strengthen and improve undergraduate instruction in international studies and foreign languages.

ELIGIBLE APPLICANTS

Institutions of higher education and nonprofit agencies and organizations, including professional and scholarly associations.

KEY DATES

Closing date: November 5, 2001

Anticipated award date: March 31, 2002 (note: the award date is anticipated only; the U.S. Department of Education is not bound by anticipated dates of award.)

CONTACT PERSON(S)

Christine Corey, Senior Program Officer

phone: 202-502-7629; fax: 202-502-7859

e-mail: christine.corey@ed.gov

PROGRAM DESCRIPTION / ACTIVITIES FUNDED UNDER THIS PROGRAM

Applicants should primarily use Federal funds in accordance with the program requirements to revise and update curricula and to develop additional faculty expertise.

AUTHORIZED ACTIVITIES.-Eligible activities to be conducted under this section may include,

- (1) development of a global studies/international studies program which is interdisciplinary in design;
- (2) development of a program which focuses on issues or topics, such as international business or international health;
- (3) development of an area studies program and its languages;
- (4) creation of innovative curricula which combines the teaching of international studies with professional or preprofessional studies, such as engineering;
- (5) research for and development of specialized teaching materials, including language materials;
- (6) establishment of internship/study abroad opportunities for faculty and students in domestic and overseas settings.

EXPECTED FUNDING LEVELS

Amounts are anticipated only; the U. S. Department of Education is not bound by the estimates given below.

- Total amount available for FY 2002: \$4,500,000
- Approximately \$2,182,562 is expected to support 30 non-competing continuation awards.
- Approximately \$2,317,438 is expected to be available to support 30-32 new awards.
- Anticipated average award: \$75,000.
- Funding range for each budget year:
 - single institutions (up to two years): \$40,000 to \$90,000
 - consortia/organizations/associations (up to three years): \$80,000-\$130,000

LIMITATIONS ON USE OF FUNDS / COST-SHARING REQUIREMENTS

The grantee's required matching funds may be obtained in either of the following ways:

- (a) private sector cash equal to 1/3 of the total project budget; or
- (b) a combination of institutional and non-institutional cash or in-kind amounts equal to 1/2 of the total project budget.

SPECIAL RULE - The Secretary may waive or reduce the required non-Federal share for institutions that-

(A) are eligible to receive assistance under part A or B of title III or under title V; and

(B) have submitted a grant application under this section.

****institutions who seek a reduction or waiver under the Special Rule are encouraged (not required) to contribute as much as they can with in-kind contributions to demonstrate a capacity to support such programs and as a reflection of institutional commitment to such programs.**

***NUMBER OF APPLICATIONS** - In order to facilitate the review process, applicants should submit an original and two (2) copies of the application to the Application Control Center at the address listed in the Application Transmittal Instructions of the application package.

Application Instructions and Forms

See the links on the Web application page at
<http://www.ed.gov/offices/OPE/HEP/iegps/uisfapp.html> to:

- Form SF-424 and Instructions
- Form SF-524 and Instructions

UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN LANGUAGE PROGRAM

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1840-0068**. The time required to complete this information is estimated to average **100** hours for the project director per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** Undergraduate International Studies and Foreign Language Program, U.S. Department of Education, 400 Maryland Ave, SW (1900 K Street, NW, 6th Floor) Washington, D.C. 20202-4651.

SUPPLEMENTARY BUDGET INFORMATION

On line 10, Section A and Section B of Standard Form 524, eight percent is preprinted. Under section 75.562 of the Education Department General Administrative Regulations (EDGAR), the Secretary approves an indirect cost rate for an educational training project of eight percent (8%) of the total direct cost of the project.

Applicants are requested to provide an itemized budget, showing both Federal and non-Federal contributions for each year for which funding is requested. Also, applicants should provide a detailed breakout of all project costs for each year for which Federal funding is requested in a budget narrative. Explain how these costs support the project activities.

****Applicants should budget \$2000 per person of Federal funds to attend the annual meeting of Title VI project directors each budget year.**

****Single institutions can receive only two (2) years of support, while consortia and nonprofit organizations/associations and partnerships between institutions of higher education and organizations and associations can receive three (3) years of support.**

PROGRAM NARRATIVE - NEW APPLICATIONS

All the information which is required by the program regulations reprinted in this application should be included in the program narrative. The criteria for evaluation of applications are found in Parts 655 and 658 of the regulations. Applicants are also encouraged to follow the criteria found in the Technical Assistance Forms printed with this package. All relevant information should be contained in the body of the narrative. Applicants should include a plan of operation for each year for which program funds are requested. Appendices should be limited to supporting documentation, such as letters of support from appropriate deans/administrators and one- to two-page vitae of key personnel, i.e. project director/s and participating faculty.

The program narrative should not exceed forty (40) double-spaced typed pages. **Applicants are also requested to provide a one-to two-page project abstract.**

PROGRAM PRIORITY

The Higher Education Amendments of 1992 established a competitive preference for **institutional applicants** who meet the foreign language priority announced in the fiscal year 2000 Application Notice included in this package. Applications meeting this priority may receive 5 selection points, in addition to any points awarded to the application under the selection criteria of the Undergraduate International Studies and Foreign Language program. **In order to receive the priority points, an application must be accompanied by a letter signed by the institution's authorizing representative certifying that the institution meets the priority.**

PERFORMANCE REPORTS

The grantee must submit an annual performance report in accordance with EDGAR 75.118 to be eligible to receive funding for the second year or third year of their project period. The performance report should include the most current performance and financial expenditure information to date. If a recipient fails to submit a performance report that meets the requirements of 34 CFR 74.82, 75.590, and 75.720 and 80.40, the Secretary may deny continued funding for the grant.

C10

TECHNICAL REVIEW FORM
UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN LANGUAGE
PROGRAM (UISFL) (84.016)

NAME OF APPLICANT:

PR NUMBER:

PO16A _____

Part I – CRITERIA PROFILE

<i>CRITERIA</i>	<i>MAXIMUM POINTS</i>	<i>Institutional Applications 85 Max</i>	<i>Organizations & Associations 75 Max</i>
1. Plan of Operation	10		
2. Quality of Key Personnel	10		
3. Budget & Cost Effectiveness	10		
4. Adequacy of Resources	10		
5. Evaluation Plan	5		
6. Commitment to International Studies	15		
7. Elements of Proposed International Studies Program	15		
8. Need for & Prospective Results of Proposed Program	10		
9. Need for & Potential Impact of the Proposed Project in Improving International Studies & the Study of Modern Foreign Languages at the Undergraduate Level	30		
TOTAL POINTS			

Part II - SUMMARY

COMMENTS: (please provide a brief summary of your assessment of this application):

Sample

CONTINUATION of Part II - SUMMARY

1. Plan of Operation**(Maximum 10 points)**

- a. Does the design of the project show high quality?
- b. How effective is the plan of management? To what extent will it insure proper and efficient administration?
- c. To what extent do the objectives of the project relate to the purpose of the program?
- d. In what ways does the applicant plan to use its resources and personnel to achieve each objective?
- e. To what extent will the applicant provide equal access and treatment for members of racial and ethnic minorities, women, handicapped persons and the elderly?

NOT ADDRESSED 0 Points	INADEQUATE 1-3 Points	ADEQUATE 4-6 Points	GOOD TO EXCELLENT 7-10 Points	POINTS AWARDED _____
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Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:

2. QUALITY OF KEY PERSONNEL

(Maximum 10 points)

- a. Are the experience and qualifications of the project director adequate?
- b. Are the experience and qualifications of each of the other personnel and teaching staff adequate?
- c. Is the amount of time that each of the key persons referred to in 2.a. and 2.b. of this section plan to commit to the project adequate?
- d. To what extent does the applicant, as part of its non-discriminatory employment practices, encourage applications for employment from persons who are members of groups that have been traditionally underrepresented?

NOT ADDRESSED 0 Points	INADEQUATE 1-3 Points	ADEQUATE 4-6 Points	GOOD TO EXCELLENT 7-10 Points	POINTS AWARDED _____
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Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:

3. BUDGET AND COST EFFECTIVENESS

(Maximum 10 points)

- a. Is the budget adequate to support the project activities?
- b. Are the costs reasonable in relation to the objectives of the project?

NOT ADDRESSED 0 Points	INADEQUATE 1-3 Points	ADEQUATE 4-6 Points	GOOD TO EXCELLENT 7-10 Points	POINTS AWARDED _____
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Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:

4. ADEQUACY OF RESOURCES

(Maximum 10 points)

The extent to which an applicant plans to devote adequate resources to the project as evidenced by the type of facilities, equipment, and supplies, including, where appropriate, library and language facilities.

NOT ADDRESSED 0 Points	INADEQUATE 1-3 Points	ADEQUATE 4-6 Points	GOOD TO EXCELLENT 7-10 Points	POINTS AWARDED _____
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Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:

5. PLAN OF EVALUATION

(Maximum 5 points)

- a. How appropriate and adequate are the provisions for evaluating the effectiveness of the project?
- b. Will the evaluation be objective, and will it produce data that are quantifiable?

NOT ADDRESSED 0 Points	INADEQUATE 1 Point	ADEQUATE 2-3 Points	GOOD TO EXCELLENT 4-5 Points	POINTS AWARDED _____
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Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:

6. COMMITMENT TO INTERNATIONAL STUDIES

(Maximum 15 points)

- a. To what extent does the institution exhibit current strength, as measured by the number of international studies courses offered?
- b. To what extent has the planning for the implementation of the proposed program involved the applicant's faculty, as well as administrators?
- c. What is the extent of the institutional commitment to the establishment, operation, and continuation of the program as demonstrated by optimal use of available personnel and other resources?
- d. How strong is the institutional commitment to the program as demonstrated by the use of institutional funds in support of the program's objectives?

NOT ADDRESSED 0 Points	INADEQUATE 1-5 Points	ADEQUATE 6-10 Points	GOOD TO EXCELLENT 11-15 Points	POINTS AWARDED _____
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Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:

7. ELEMENTS OF THE PROPOSED INTERNATIONAL STUDIES PROGRAM**{Applicable only to institutional applicants}****(Maximum 15 points)**

- a. To what extent will the proposed activities contribute to the implementation of a program in international studies and foreign languages at the applicant institution?
- b. Are interdisciplinary aspects of the program adequate and appropriate?
- c. Is the number of new and revised courses, which have an international perspective that will be added to the institution's programs, adequate to meet programmatic needs?
- d. Are the applicant's plans to improve or expand language instruction adequate?

NOT ADDRESSED 0 Points	INADEQUATE 1-5 Points	ADEQUATE 6-10 Points	GOOD TO EXCELLENT 11-15 Points	POINTS AWARDED _____
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Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:

8. NEED FOR AND PROSPECTIVE RESULTS OF THE PROPOSED PROGRAM**{Applicable only to institutional applicants}**

(Maximum 10 points)

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- a. To what extent are the proposed activities needed at the applicant's institution?
- b. To what extent will the proposed use of Federal funds result in the implementation of a program in international studies and foreign languages at the applicant institution?

NOT ADDRESSED 0 Points	INADEQUATE 1-3 Points	ADEQUATE 4-6 Points	GOOD TO EXCELLENT 7-10 Points	POINTS AWARDED _____
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Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:

9. NEED FOR AND POTENTIAL IMPACT OF THE PROPOSED PROGRAM IN IMPROVING INTERNATIONAL STUDIES AND THE STUDY OF MODERN FOREIGN LANGUAGE AT THE UNDERGRADUATE LEVEL

{Applicable only to organizations and associations}

(Maximum 30 points)

-
- a. To what extent will the applicant's proposed apportionment of Federal funds among the various budget categories for the proposed project contribute to achieving results?
 - b. Is the proposed project international, and does it have any contemporary relevance?
 - c. To what extent will the proposed project make an especially significant contribution to the improvement of the teaching of international studies or modern foreign languages at the undergraduate education?
 - d. To what extent will the proposed project have a major regional and national impact on undergraduate education?
 - e. How adequate are the applicant's provisions for sharing the materials and the results of the proposed project with the higher education community?

NOT ADDRESSED 0 Points	INADEQUATE 1-10 Points	ADEQUATE 11-20 Points	GOOD TO EXCELLENT 21-30 Points	POINTS AWARDED _____
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Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:

See the links on the Web application page at
<http://www.ed.gov/offices/OPE/HEP/iegps/uisfapp.html> to:

- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; And Drug-Free Workplace Requirements
- Assurances – Non-Construction Programs
- Guidance on Section 427 of GEPA
- Government Performance and Results Act (GPRA)

INSTRUCTIONS FOR TRANSMITTING APPLICATIONS:

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

Applications Sent by Mail

You must mail the original and two copies of the application on or before the deadline date to:

U.S. Department of Education
Application Control Center – Room 3633
Attention: CFDA Number 84.016
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4725

An Application must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service Postmark
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the U.S. Secretary of Education.

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

Each late applicant will be notified that its application will not be considered.

Applications Delivered by Hand/Courier Service

You or your courier must hand deliver the original and two copies of the application by 4:30 pm (Washington, D.C. time) on or before the deadline date to:

U.S. Department of Education
Application Control Center
Attention: (CFDA # 84.016)
Room 3633
Regional Office Building 3
7th & D Streets, S.W.
Washington, D.C. 20202-4725

The Application Control Center will accept deliveries between 8:00 a.m. and 4:30 p.m. (Washington, D.C.) daily, except Saturdays, Sundays and Federal holidays. The Center accepts application deliveries through the D Street entrance only. A person delivering an application must show identification to enter the building.

Other Important Information and Notices

Intergovernmental Review of Federal Programs

This appendix applies to each program that is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR part 79.

The objective of the Executive order is to foster an intergovernmental partnership and to strengthen federalism by relying on State and local processes for State and local government coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should immediately contact the Single Point of Contact for each of those States and follow the procedure established in each of those States under the Executive order. A listing containing the Single Point of Contact for each State is included in this appendix.

In States that have not established a process or chosen a program for review, State, areawide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, areawide, regional, and local entities must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372 -- CFDA# 84.016
U.S. Department of Education, room 7W301, 400 Maryland Avenue, SW., Washington, DC 20202.

IMPORTANT NOTICE TO PROSPECTIVE PARTICIPANTS IN U.S. DEPARTMENT OF EDUCATION CONTRACT AND GRANT PROGRAMS

GRANTS

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds.

Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste.

For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that

Failure to meet a deadline will mean that an applicant will be rejected without any consideration whatever.

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. A one-year subscription to the Register may be obtained by sending \$340.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402-9371. (Send check or money order only, no cash or stamps.)

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education
Application Control Center
Washington, D.C. 20202-4725

CONTRACTS

Competitive procurement actions undertaken by the ED are governed by the Federal Procurement Regulations and implementing ED Procurement Regulations.

Generally, prospective competitive procurement actions are synopsisized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP).

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracting Specialist identified on the face page of the RFP.

Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal which is non-responsive to the RFP.

A subscription to the CBD is available for \$208.00 per year via second class mailing or \$261.00 per year via first class mailing. Information included in the Federal Acquisition Regulations is contained in Title 48, Code of Federal Regulations, Chapter 1 (\$49.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402-9371

In an effort to be certain this important information is widely disseminated, this notice is being included in all ED mail to the public. You may, therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you.

ED FORM 5348, 8 '92

REPLACES ED FORM 5348, 6 '86, WHICH IS OBSOLETE

See the link on the Web application page at
<http://www.ed.gov/offices/OPE/HEP/iegps/uisfapp.html> to:

- State Single Points of Contact

See the link on the Web application page at
<http://www.ed.gov/offices/OPE/HEP/iegps/uisfapp.html> to:

- Notice of Closing Date for Transmittal of Applications

See the links on the Web application page at
<http://www.ed.gov/offices/OPE/HEP/iegps/uisfapp.html> to:

- Statute (Legislation)
- Program regulations (34 CFR Parts 655 & 658)